

## BOARD OF SELECTMEN SPECIAL MEETING MINUTES

MONDAY, MARCH 31, 2014 – 6:30 P.M.

LOWER LEVEL MEETING ROOM AT TOWN HALL

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PRESENT: Leo Janssens II, Chair, Duncan Phyfe, Member, Nick Davis, Clerk, Bill Johnson, Advisory Board Chair, James Piedrafite, Advisory Board member, Linda Ramsdell, Town Clerk, Jeff Lawrence, Town Moderator, Doug Briggs, Town Administrator and Sylvia Turcotte, Assistant to the Town Administrator.

- OPEN THE MEETING

Leo Janssens called the meeting to order at 6:35 p.m.

- REVIEW AND FINALIZE ARTICLES FOR THE MAY 6<sup>TH</sup> ANNUAL TOWN MEETING

Doug Briggs began with Articles 1 thru 8, the consent calendar. He noted that these eight articles took a total of two minutes at last year's annual town meeting. He briefly went over each of these articles. ***Duncan Phyfe motioned to place these 8 articles on the warrant and to recommend. Nick Davis seconded and the motion was unanimous.***

Mr. Briggs then moved on to Article 9 which was the FY15 budget. Leo Janssens asked if the Police line budget included the new officer and Mr. Briggs stated that it did. A discussion followed on the IT budget line and the increase. Doug Briggs stated that this includes Munis, IMC and all the IT services. He stated that we are now all grouped together, and this included the Library, Town Hall, DPW and Public Safety Building. He did add that it should start to stabilize by 2016.

He stated that the Veterans budget line increased due to expanded benefits and the Parks & Rec budget increased due to more needed repairs. He noted that they still have a grant possibility. He stated that Debt Service went up due to Briggs and the Insurance line increased due to Worcester County Retirement (up 8½%) and health insurance (up 7½%).

Bill Johnson stated that Munis is under-utilized and he asked if this would change. Mr. Briggs stated that it would. He noted that they cut out the Fire Dept. secretary position and the Police Dept. secretary took over their payroll without any additional hours. He also stated that Paul Pollastri was looking to outsource payroll and they have to start preparing for the many employees who will be retiring around the same time in a few years. He also added that Tanya Gaylord is using an asset management program which was noted in the audit report as a good improvement.

Jeff Lawrence stated that he anticipates questions on lines 5, 7, 9, 10 and 14 and that they will need information on these beforehand. Bill Johnson noted that the Advisory Board may expand their hand out document with this information. Mr. Lawrence added that he also sees questions on lines 15, 17, 22, 30 32 and 33. Duncan Phyfe suggested that they put together a one or two page document and do up slides. Mr. Johnson noted that they would have the handout and would walk them through it. Doug Briggs stated that they should look at the ones that could be questioned and be prepared.

***Duncan Phyfe made the motion to place Article 9 on the warrant and to recommend. Nick Davis seconded and the motion was unanimous.***

Jamie Piedrafite questioned line 22, DPW, and the increase. Mr. Briggs stated that he would get back to him on this.

It was suggested by Duncan Phyfe that they take out the Selectmen recommend column and combine it with the Advisory Board recommend column. Jeff Lawrence suggested that they take out the FY13

column as well. Mr. Piedrafite suggested that there should be three columns, Spent, Budget and BOS and Adv. Bd. recommend. Mr. Briggs stated that he would amend the article to reflect this.

Doug Briggs then noted Articles 10 and 11 were the Water and Sewer budgets. He stated that he would be cutting down on the explanations in the warrant. He stated that the increase in the Water budget was due to a change in the wages, 2/3 in Water and 1/3 in Sewer, which would be decreased.

Mr. Briggs noted that there was an issue with Sewer as Gardner needs to modify their plant and they want us to pay for our share of the cost. A short discussion followed on this topic.

Bill Johnson inquired if there would be any increase in rates and Mr. Briggs stated that there would be only in Sewer. There followed a discussion on the Far Hills Association meter replacement.

***Duncan Phyfe motioned to approve Articles 10 and 11 for placement on the warrant and to recommend. Leo Janssens seconded and it was unanimous.***

Mr. Briggs then went to Article 12, the Capital items. Doug Briggs stated that he would have both Chiefs get up and explain if there are any questions on their capital items. Bill Johnson noted that he would put photos of the capital items in the handout from the Advisory Board.

***Duncan Phyfe motioned to approve Article 12 for placement on the warrant and to recommend. Nick Davis seconded and the vote was unanimous.***

Mr. Briggs noted that the School isn't asking for any Capital items on the warrant. There followed a discussion on the School budget and the Regional Agreement. Duncan Phyfe stated that they should make it a priority to get the Regional Agreement done after the Town Meeting. Bill Johnson noted that they should schedule a meeting with Westminster to set up capital for the School.

Doug Briggs noted that Article 13 was to approve the proposed DPW facility. ***Duncan Phyfe motioned to approve Article 13 for placement on the warrant and to recommend. Leo Janssens seconded and the vote was unanimous.*** Bill Johnson inquired as to who would speak on this article and Doug Briggs stated that he spoke with Bob Fichtel who is willing to give the history behind this up to today and that he would speak before Weston & Sampson gave the presentation. He also stated that there is an Open House scheduled at the present DPW facility on Saturday, April 19<sup>th</sup> from 9:00 a.m. to 12:00 noon. He noted that Weston & Sampson would have posters there as well.

Duncan Phyfe inquired if it fails at the ballot on April 29<sup>th</sup> would they still proceed at the Town Meeting and Bill Johnson responded that they would still go forward with it.

Mr. Briggs stated that Article 14 was the donation of a bench which would be placed in Winchester Park. ***Nick Davis motioned to approve the placement of this article on the warrant and to recommend. Duncan Phyfe seconded and it was unanimous.***

Mr. Briggs stated that Article 15 was to accept land from the Solar Project for ConCom and added that they would have the map and parcel for the town meeting. ***Nick Davis motioned to approve Article 15 for placement on the warrant and to recommend. Duncan Phyfe seconded and the vote was unanimous.***

Doug Briggs went on to Article 16 which was the small parcel of land that Val Daigle wants to purchase. He stated that they would have a map of this parcel for Town Meeting and that it was near Hunter Ave.

He did note that this article only determines that the Board of Selectmen can sell the property and that ownership would go to the Board of Selectmen for a change of purpose. **Nick Davis motioned to approve this article for placement on the warrant and to recommend. Duncan Phyfe seconded and the motion was unanimous.**

He went on to Articles 17 and 18 which were the solar and marijuana bylaws. He stated that the Planning Board is holding a public hearing on April 10<sup>th</sup> and that Debbie Phillips is working with them on these articles. **Nick Davis motioned to approve articles 17 and 18 for placement on the warrant and to recommend. Leo Janssens seconded. Two approved and one opposed.**

Mr. Briggs noted that Article 19 was a citizen's petition asking to form a Veterans Memorial School Study Committee. He noted that he would take out the explanation and have them speak on their article. **Leo Janssens motioned to place this article on the warrant "as required" but to recommend against. He was seconded by Duncan Phyfe and the vote was unanimous.**

Doug Briggs stated that there was a problem with Article 20 which was a citizen's petition regarding the Advisory Board members. He stated that they left out a significant portion and that Debbie Phillips may kick this out as not proper. **Duncan Phyfe motioned to place this article on the warrant "as required" but to not recommend. Nick Davis seconded and the vote was unanimous.**

Mr. Briggs noted that Article 21 was placed in the warrant in case the capital items failed. **Duncan Phyfe motioned to approve Article 21 for placement on the warrant and to recommend. Leo Janssens seconded and the vote was unanimous.**

Jeff Lawrence again stressed that they should anticipate questions and be prepared.

- APPOINTMENT OF ENERGY COMMITTEE

Doug Briggs stated that they needed to appoint this Committee in order for Stan Herriott to be eligible for a grant to replace all current lights with LED. He stated that the members would be Stan Herriott as the Light Plant representative, Mark Carlisle as the elected official and Doug Briggs as the Town Administrator. **Duncan Phyfe motioned to approve the appointments and was seconded by Nick Davis. Motion was unanimous.**

- SIGNING OF COLLECTIVE BARGAINING AGREEMENT WITH DPW WORKERS

Mr. Briggs stated that this was approved and voted on previously. **Duncan Phyfe motioned to sign the Bargaining Agreement and was seconded by Nick Davis. Motion was unanimous.**

- WATER LINE DISCUSSION

Not necessary.

- ADJOURNMENT

**At 8:10 p. m. Duncan Phyfe motioned to adjourn the meeting and was seconded by Nick Davis. Motion carried.**

Respectfully submitted,  
Sylvia Turcotte, Assistant to the Town Administrator